



Chicago Federal Executive Board

230 S. Dearborn, Room 3816
Chicago, Illinois 60604
<http://www.chicago.feb.gov>

Chair: Jack G. Hetrick
Executive Director: Jan Stinson



IN THE LOOP: Bringing the **FEB News** to You

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FEB Mission

The Chicago FEB's work relates to three mission themes:

- Advance the Administration's Goals and Initiatives;
- Create and Advance Local Initiatives; and,
- Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach.

Executive Committee

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Jack G. Hetrick

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Vice Chair

Darlene A. Lorman

Department of Labor

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Federal Aviation Administration

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United States Postal Office

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Federal Bureau of Investigation

LETTER FROM THE CHAIR

Jack G. Hetrick



Last month many of us had the honor to join our colleagues and fellow federal employees at the Hyatt Regency Hotel in Chicago for the annual Federal Employee of the Year Awards Program. We received many outstanding nominations for the various award categories. I had the pleasure to meet you as we celebrated the nominees and winners for 2006. Thank you for joining us to honor the many unique and wonderful contributions made by federal employees in the Chicagoland area.

On March 3, 2006, I had the honor of receiving Alumni Appreciation honoree for 2006 from the University of Illinois at Chicago. This award was given to me on behalf of the Chicago Federal Executive Board based on a nomination from Dr. James Thompson, Associate Professor of Public Administration at the University of Illinois. This award recognized the partnership between the University of Illinois at Chicago College of Urban Planning and Public Affairs (CUPPA) Public Administration Program and the Chicago FEB that began in 2000 with professional education and now includes scholarships for CUPPA students. This tradition will continue with scholarship awards at the 2006 Federal Employee of the Year Awards Program on May 2, 2006. On behalf of the Chicago Federal Executive Board, I was most honored to receive this recognition by the CUPPA.

As we begin to approach the summer months the Chair of the Combined Federal Campaign (CFC) for 2006 will be seeking nominations for Campaign Executives to serve on a detail to help with managing the 2006 CFC. High quality campaign executives are essential to a successful campaign and it offers a great opportunity to develop contacts and learn about other federal agencies. If you are interested in serving in this capacity or would like to learn more about this unique opportunity, please discuss it with your agency leadership. Solicitations for campaign executives will be coming out in the near future so that selected individuals can participate in training and orientation in order to be ready for the early fall 2006 CFC kickoff activities.

The Full Board meeting held on February 15, 2006 at the City of Chicago's Emergency Response Center was an outstanding success in both attendance and as a learning opportunity. I think all of us attending were pretty amazed at the capabilities of the center and the thorough planning that has gone into this center. Executive Director Andrew Velasquez III was an excellent host and we appreciate the time he extended to us during our visit.

In closing, thank you for your continued support and participation in Chicago CFC activities and programs and I hope to see each of you at our awards program in May.

Jack G. Hetrick, CFAAMA, FACHE
Director, Edward Hines Jr. VA Hospital

Colonel Gary Johnston
Army Corps of Engineers

Bharat Mathur
Environmental Protection Agency

Edward G. Buikema
Federal Emergency Management Agency

Captain Richard Postera
Department of the Navy

John P. Rowe
Equal Employment Opportunity Commission

Henry Valiulis
Railroad Retirement Board

Richard Witkowski
Internal Revenue Service

Ex-Officio Members

Kenneth P. Boehne
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General Services Administration

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Department of Agriculture

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National Archives and Records Administration

James F. Martin
Social Security Administration

Stanley D. Moore
Bureau of the Census

Phyllis M. Stabbe
Office of Personnel Management

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Newsletter Editor

[Jan Stinson, Executive Director](#)

Contact Us

Jack G. Hetrick, Chair
Jan Stinson, Executive Director
Chicago Federal Executive Board
230 South Dearborn Street, Room 3816
Chicago, IL 60604
Phone: (312) 353-6790
FAX: (312) 353-3058
Web Site: <http://www.chicago.feb.gov>
Email: jan.stinson@gsa.gov



HIGHLIGHT: OFFICE OF FOREIGN MISSIONS U.S. DEPARTMENT OF STATE

Mandated by Congress in the Foreign Missions Act of 1982, the Office of Foreign Missions (OFM) facilitates the secure and efficient operations of both U.S. missions abroad and foreign missions and international organizations in the United States. In so doing, OFM serves the interests of the American public, the American diplomatic community abroad and the foreign diplomatic community residing in the U.S., in an effort to ensure that all diplomatic benefits, privileges and immunities are properly exercised in accordance with federal and international law.

OFM's Mission

The Office of Foreign Missions has four missions: protecting the national security of the United States; promoting better treatment of U.S. personnel working abroad; defending American citizens from abuses of privileges and immunities by foreign mission personnel; and providing services to foreign missions and their personnel in the U.S.



OFM establishes and maintains relationships with U.S. law enforcement and security communities at the national, state and local Level to provide education regarding diplomatic privilege and immunity issues and any other matters related to the foreign mission community. OFM is a member of the Diplomatic Security Command Center that provides law enforcement a contact point 24-hours a day, 7 days a week.

OFM personnel conduct outreach and training seminars with these constituencies, as well as with members of the consular corps in an effort to provide regularly updated program information.

As an advocate for reciprocal agreements, OFM presses for fair treatment of U.S. personnel abroad while assuring foreign diplomats based in the United States receive the same treatment that each respective government provides in return. Additionally, OFM assists foreign missions in dealing with local government offices in the United States.

Finally, OFM provides a range of services to the foreign diplomatic community, including approving and facilitating property acquisitions; processing tax exemption requests; issuing vehicle titles, registrations, driver's licenses and license plates; responding to duty-free customs requests; overseeing travel controls and services; and, processing protocol paperwork. By assisting, advising and regulating services for foreign missions personnel, their dependents and their staffs while residing in the United States, OFM promotes and strengthens the relationship between governments.

The Chicago Regional Office of Foreign Missions is located at 77 West Jackson Blvd, Suite 2122, Chicago, Illinois, and serves members of career and honorary consulates, cultural, education, tourism and trade offices in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

HIGHLIGHT: Pre-Retirement Planning Seminars

Unclear about your choices for providing a survivor annuity for your spouse at time of retirement? Perhaps you're clueless about your TSP withdrawal options when you separate. Have any idea what the FERS Special Retirement Supplement is, who gets it and for how long?

Did you know that you could, in some cases, suspend your Federal Employee Health Benefits in retirement?

Find out the answers to these questions and much more information about both the Federal Employees Retirement System (FERS) and the Civil Service Retirement System (CSRS) at the Chicago Federal Executive Board first pre-retirement workshop designed for those Federal employees within 5 years of retirement. The workshop will take place during the week of June 26, 2006 and is limited to 50 people for either the FERS or CSRS program. The length of the workshop is 3 days for either group and the cost is only \$195.00 per person!

Dates:

June 26-30, 2006 (see schedule breakout below)

Time- Each Day:

8:30 am - 4:30 pm

Location:

Metcalfe Federal Building
77 W. Jackson Blvd., Room 2205 (HUD Conference Room) EACH DAY

Schedule Breakout:

6/26-6/27: Monday & Tuesday - FERS Participants
6/28: Wednesday - Both FERS & CSRS Participants
6/29-6/30: Thursday & Friday - CSRS Participants

About the Trainer. Former Federal Retirement and Benefits Officer and long-time trainer, Loretta Ellis, will answer your questions about these two systems, along with providing basic information about Social Security. A Financial Planner will furnish you with information on ways to maximize the Federal benefits you will receive. In addition, a State of Illinois Wills and Estate Planning Attorney will answer your questions regarding wills, trusts, and probate. Finally, a representative from the Federal Long-Term Care Partners will round out this information-filled training with the benefits one can receive from this insurance program.

As a second part of this workshop, we have added "Retire Happy," which compliments the financial planning aspects of the Pre-Retirement seminar. This day-long workshop focuses on life planning -- the emotional and social adjustments which are the other half of the retirement equation. Karen H. Vierneisel, Ph.D., a retired Fed and founder of Lifestyle Transitions, will cover such topics as:

- loss of work identity and forging a new identity;
- redefining the purpose of one's life;
- finding a new balance with one's spouse/life partner;
- developing retirement options;
- and more.

Understanding both the emotional and social adjustments that retirees will face is an integral element in effective self-management and a successful retirement.

HIGHLIGHT: EMPLOYEE OF THE YEAR - Congratulations to the U.S. Postal Service Chicago Performance Cluster

For 49 years, the Chicago Federal Executive Board has recognized and honored the brightest stars of our Federal workforce. Each year, hundreds of employees in all fields of endeavor are nominated by their Supervisors to receive the Federal Employee of the Year award. There can be only one winner in each category, but because of the work habits exhibited by these nominees, all Americans are winners. On Tuesday, May 2, 2006, the United States Postal Service Chicago Performance Cluster hosted the Federal Executive Board's 49th Annual Employee of the Year awards ceremony in the Hyatt Regency Chicago. This year's theme: **"Federal Employees – Postmark of Pride"** exemplified individuals nominated as the very best in dedicated public service. As they served their country with honor, they represented the very heart and cornerstone of this nation's government. Our emcee at the Awards ceremony, Harry Porterfield from ABC Channel 7, featured two of our eleven award recipients as well as the Federal Executive Board luncheon itself. It is a nice and very positive piece. A link to the article was made available to the FEB as well as viewing Harry Porterfield's report on **"Someone You Should Know"** about the ceremony which aired on the day of the event during the 5 p.m. news broadcast. Congratulations to the Postal Service Chicago Performance Cluster for their OUTSTANDING job on this year's Employee of the Year Awards Luncheon!



SkillPath Seminars

SkillPath, established in 1989, is a business training provider offering 82 seminars in the areas of business and professional skills, administrative support training, business writing and advertising, customer service, facilities management, finance and accounting, human resources, management and supervisory, personal development/communication, project and time management, computer skills, and desktop publishing/graphics. At present, they deliver more than 20,000 "how-to" sessions to over 500,000 people in 450 cities. Tuition for seminars offered directly through SkillPath range from \$149 to \$399 per seminar.

In 2004, the FEB entered into a contract with SkillPath to provide training to the Chicago FEB member employees for a significantly reduced cost of \$58 per person per seminar. Since May 2004, the FEB has sponsored over 25 SkillPath seminars; each with an average attendance of 50 people. Courses offered to date have been:

- Advanced Management Skills
- Anger Management
- Assertive Communication Skills
- Business Writing and Grammar Skills
- Coaching and Team Building
- Communicating with Diplomacy and Professionalism
- Creativity Camp
- Dealing Effectively with Unacceptable Employee Behavior
- Dealing with Emotions in the Workplace
- Dealing with Negative Attitudes in the Workplace
- Essentials of Excellent Customer Service
- Excelling as a Manager or Supervisor
- How to Become a Better Communicator
- How to Deal with Difficult People
- Stress Solutions
- Terrific Telephone Skills

For information on upcoming seminars, visit the FEB website or contact Randy Geisler at 312-886-2296

JUNE CALENDAR OF EVENTS		JULY CALENDAR OF EVENTS	
1	Community Service Committee Meeting	4	Independence Day - Holiday
13	Executive Committee Meeting	6	Community Service Committee Meeting
15	FEB Leadership Series, Session 5: "Your Character Says More About Your Ability to Lead Than Any Other Attribute"	11	Executive Committee Meeting WILL NOT be conducted this day.
15	Procurement Roundtable Meeting	13	SkillPath -Excelling as a Manager or Supervisor
20	Diversity Advisory Council Meeting	18	Diversity Advisory Council meeting
21	Child Care Board of Director's Meeting	19	Child Care Board of Director's Meeting
21	Community Service Committee - Lunch & Learn: "Road to Reuse: 77 W. Jackson Blvd., Metcalfe - 12 th Floor, Lake Huron Room 11:30 am - 1:00 pm	20	Procurement Roundtable Meeting
23	SkillPath - The Essentials of Communicating with Diplomacy and Professionalism (Metcalfe Federal Building)	20	FEB Leadership Series, Session 6: "Communication Keeps Leaders and Followers Together"
		27	SkillPath - Dealing Effectively with Unacceptable Employee Behavior (Metcalfe Federal Building)